

**A SUBSTITUTE ORDINANCE
BY FINANCE/ EXECUTIVE COMMITTEE**

07-O-0273

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE II, DIVISION 1, SECTION 2-42 (a) OF THE CITY OF ATLANTA CODE OF ORDINANCES ENTITLED 'CONVENTION, TRAINING AND TRAVEL EXPENSES FOR COUNCILMEMBERS AND STAFF', TO REVISE EXISTING TRAVEL AND TRAINING POLICIES TO COMPLY WITH INTERNAL AUDIT RECOMMENDATIONS; AND FOR OTHER PURPOSES.

WHEREAS, Section 2-42 of the City of Atlanta ("City") Code of Ordinances sets forth the policies and procedures for the reimbursement of expenses incurred by Councilmembers and their staff while attending conferences, training or conventions in an official capacity; and

WHEREAS, an internal audit of travel, training and relocation expenses made certain recommendations regarding the rules for the reimbursement of said expenses; and

WHEREAS, the Department of Finance desires to adopt the recommendations of the internal audit which relate to the reimbursement of expenses incurred by Councilmembers and their staff while attending conferences, training or conventions in an official capacity.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS, as follows:

SECTION 1: That Chapter 2, Article II, Division 1, Section 2-42 (a) of the City of Atlanta Code of Ordinances which reads:

(a) Members of the council, employees of the council staff and municipal clerk who attend conferences or conventions representing the city in an official capacity shall be reimbursed for all or a portion of the expenses incurred in connection therewith in an amount not to exceed the costs as follows:

- (1) Cost of hotel or lodging accommodation expenses incurred per person for each day of the conference or convention being attended or for each day of the business trip being attended in an amount not to exceed the average single room occupancy rate or designated convention hotel rate for the city being visited;
- (2) All registration fees;
- (3) Cost of tourist or second class air or other common public transportation by the most direct route from the city to the city where the convention or the business is being transacted;
- (4) Per diem of \$59.00 to be applied for each day of the convention, training or the business being transacted; and

(5) The amount of \$35.00 to be applied upon all other expenses incurred for travel time to and from the convention, training or place where the business is being transacted.

be hereby amended to read as follows:

(a) Members of the council, employees of the council staff and municipal clerk who attend conferences or conventions representing the city in an official capacity shall be reimbursed for all or a portion of the expenses incurred in connection therewith in an amount not to exceed the costs as follows:

(1) Cost of hotel or lodging accommodation expenses incurred per person for each day of the conference or convention being attended or for each day of the business trip being attended in an amount not to exceed the lodging rate for the primary destination as noted on the General Services Administration (GSA) website (www.gsa.gov/perdiem) or designated convention hotel rate for the city being visited;

(2) All registration fees;

(3) Cost of coach air fare, or at the discretion of the councilmember business class, or other common public transportation by the most direct route from the city to the city where the convention or the business is being transacted. This restriction does not apply to the City Council President;

(4) Meals and incidental expenses for the primary destination as noted on the GSA website (www.gsa.gov/perdiem) to be applied for each full day of the convention, training or the business being transacted; and

(5) Meals and incidental expenses for the first and last day of travel will be reimbursed at 75% of the rate noted above (Subpart B Section 301-11.101 of the GSA code).

(6) Taxi or commuter bus fares between the airport or station and your hotel and between the hotel and your business meeting place are reimbursable if a printed receipt is provided.

(7) If a Privately Owned Vehicle (POV) is utilized in lieu of travel by air or other common carrier, the reimbursement mileage rate for Privately Owned Vehicles shall be consistent with the rate set by GSA (www.gsa.gov POV Mileage Reimbursement Rates). This reimbursement must be supported by Odometer readings.

(8) If a POV is not available and it is more economical than travel by air or other common carrier, a compact or smaller rental car may be utilized for travel. Requests for a rental car must be approved by the councilmember or municipal clerk in the case of requests by council staff or employees of the municipal clerk.

(b) Requests for convention, training or travel expenses shall be signed by the councilmember or by the municipal clerk, in the case of requests by council staff or employees of the municipal clerk, and forwarded to the chief financial officer.

(c) An itemized expense account shall be prepared by the councilmember or staff employee attending the meeting or convention, and it, together with any unexpended funds advanced under a request under subsection (b) of this section, shall be returned to the chief financial officer within seven days of the return of the councilmember or staff member from the meeting or convention or business trip.

(d) It is specifically declared that the reimbursement of expenses, to the amount set forth in this section, incurred by councilmembers or staff when attending various meetings and conventions outside the city in an official capacity is in no way intended to be any form of compensation to that councilmember or staff employee, as long as the reimbursement does not exceed the amount authorized by GSA.

(e) The Department of Finance will promulgate Administrative Procedures regarding the processing of Travel, Training and Relocation Expenses. These procedures will be posted to the City's website (www.atlanta.web), along with links to the appropriate GSA websites.

SECTION 2: That all ordinances and parts of ordinances in conflict herewith are hereby waived to the extent of the conflict.

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WHEREAS, Section 2-42 of the City of Atlanta ("City") Code of Ordinances sets forth the policies and procedures for the reimbursement of expenses incurred by Councilmembers and their staff while attending conferences, training or conventions in an official capacity; and

WHEREAS, an internal audit of travel, training and relocation expenses made certain recommendations regarding the rules for the reimbursement of said expenses; and

WHEREAS, the Department of Finance desires to adopt the recommendations of the internal audit which relate to the reimbursement of expenses incurred by Councilmembers and their staff while attending conferences, training or conventions in an official capacity.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS, as follows:

SECTION 1: That Chapter 2, Article II, Division 1, Section 2-42 (a) of the City of Atlanta Code of Ordinances which reads:

(a) Members of the council, employees of the council staff and municipal clerk who attend conferences or conventions representing the city in an official capacity shall be reimbursed for all or a portion of the expenses incurred in connection therewith in an amount not to exceed the costs as follows:

- (1) Cost of hotel or lodging accommodation expenses incurred per person for each day of the conference or convention being attended or for each day of the business trip being attended in an amount not to exceed the average single room occupancy rate or designated convention hotel rate for the city being visited;
- (2) All registration fees;
- (3) Cost of tourist or second class air or other common public transportation by the most direct route from the city to the city where the convention or the business is being transacted;
- (4) Per diem of \$59.00 to be applied for each day of the convention, training or the business being transacted; and

- (5) The amount of \$35.00 to be applied upon all other expenses incurred for travel time to and from the convention, training or place where the business is being transacted.

be hereby amended to read as follows:

(a) Members of the council, employees of the council staff and municipal clerk who attend conferences or conventions representing the city in an official capacity shall be reimbursed for all or a portion of the expenses incurred in connection therewith in an amount not to exceed the costs as follows:

- (1) Cost of hotel or lodging accommodation expenses incurred per person for each day of the conference or convention being attended or for each day of the business trip being attended in an amount not to exceed the current federal lodging rate, plus taxes, for the city being traveled to as noted on the General Services Administration's website;
- (2) All registration fees;
- (3) Cost of tourist or second class air or other common public transportation by the most direct route from the city to the city where the convention or the business is being transacted;
- (4) Per diem for each day, except the first and last day of the convention, training or the business being transacted will be at the current federal rate for the city being traveled to as noted on the General Services Administration's website. The per diem rate for the first and last day of travel will be set at 75% of the per diem rate; and
- (5) Receipts are required for all other reimbursable expenses such as taxi, ground transportation and airport parking.

SECTION 2: That all ordinances and parts of ordinances in conflict herewith are hereby waived to the extent of the conflict.